

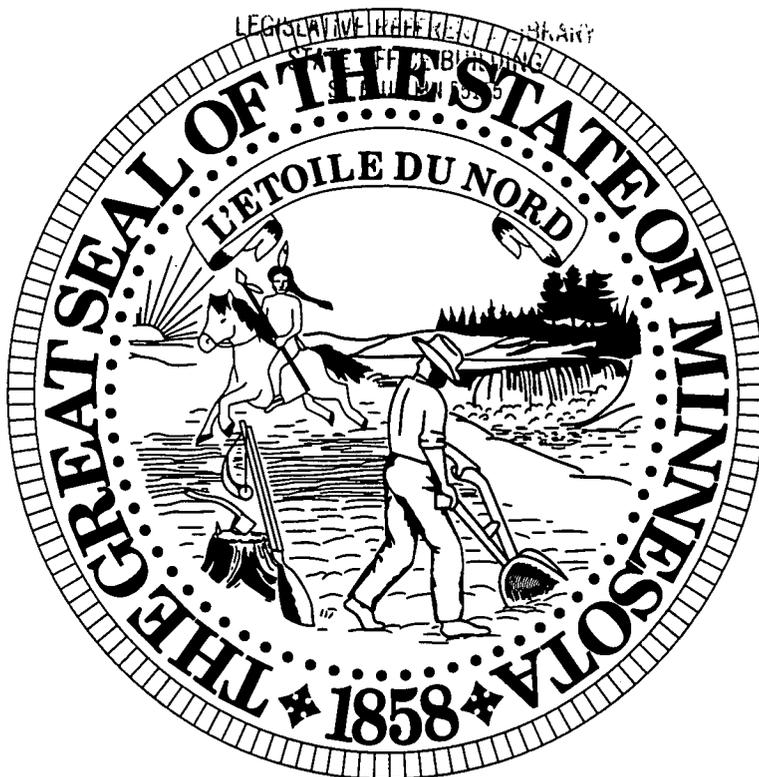
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The Minnesota State Register

Department of Administration—Print Communications Division

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Published every Monday
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Monday 17 April 1995
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State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

Printing Schedule and Submission Deadlines

Vol. 19 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
42	Monday 17 April	Monday 3 April	Monday 10 April
43	Monday 24 April	Monday 10 April	Monday 17 April
44	Monday 1 May	Monday 17 April	Monday 24 April
45	Monday 8 May	Monday 24 April	Monday 1 May

Arne H. Carlson, Governor 612/296-3391
Joanne E. Benson, Lt. Governor 612/296-3391

Department of Administration:

Elaine S. Hansen, Commissioner 612/296-1424
Robert A. Schroeder, Asst. Commissioner 612/297-4261

Hubert H. Humphrey III, Attorney General 612/297-4272
Judi Dutcher, State Auditor 612/297-3670

Print Communications Division:

Kathi Lynch, Director 612/297-2553
Mary Mikes, Manager 612/297-3979

Joan Anderson Growe, Secretary of State 612/296-2079
Michael A. McGrath, State Treasurer 612/296-7091

Robin PanLener, Editor 612/297-7963
Paul Hoffman, Assistant Editor 612/296-0929
Debbie George, Circulation Manager 612/296-0931

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SUBSCRIPTION SERVICES:

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
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- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.
- "*Commodity Contract Awards Reports*," - lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" - published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "*Professional-Technical-Consulting Award Reports*," - published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Appears monthly. Order stock number 90-15. Available in hard copy format only.

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office (612) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions.

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office (612) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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State Contracts, RFPs & Advertised Bids:

Commodities and requisitions are advertised in the *State Register Contracts Supplement*, published every Tuesday, Wednesday and Friday. "Commodity Contract Awards Reports" are published every two weeks, and "Professional-Technical-Consulting Contract Awards Reports" are published monthly. Both are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757. For subscription information call 612/296-0931. Individual awards can be obtained from the **Materials Management Helpline** 612/296-2600.

Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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6264.0300 (adopted exempt) 2090

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9505.5010, s.2; .5015 (proposed repealer) 2027

9575.0350; .1500 (adopted) 2090

Proposed Rules

Pursuant to Minn. Stat. §14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Department of Administration

Proposed Permanent Rules Relating to Payment of Recurring Costs of Emergency 911 Telephone Systems

Notice of Intent to Adopt Rules Without a Public Hearing

The Minnesota Department of Administration intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to:

James R. Beutelspacher, 9-1-1 Product Manager
Department of Administration
InterTechnologies Group, Telecommunications Division
500 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone: 612-296-7104
Facsimile: 612-297-5368
TTY/TDD: 612-296-9911

The proposed rules will be part of *Minnesota Rules*, Chapter 1215.1400 relating to payment of recurring costs of emergency 9-1-1 telephone systems. The statutory authority to adopt the rules is *Minnesota Statutes* 1994, Section 403.07. A copy of the proposed rules is published in the *State Register*. A free copy of the rules is available upon request from James R. Beutelspacher.

You have until 4:30 pm, May 30, 1995, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 pm on May 30, 1995. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rules which caused your request, the reason for the request, and any changes you want made to the proposed rules. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the Department of Administration will follow the procedures in *Minnesota Statutes*, Sections 14.131 to 14.20.

The proposed rules may be modified as a result of public comment. The modifications must be supported by data and views submitted to the Department of Administration and may not result in a substantial change in the proposed rules as printed in the *State Register*. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

A Statement of Need and Reasonableness is now available. This Statement describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules. A free copy of the Statement may be obtained from James R. Beutelspacher at the address and telephone number listed above.

In preparing these rules, the Department of Administration has considered the requirements of *Minnesota Statutes*, section 14.115, in regard to the impact of the proposed rules on small businesses. The adoption of the rules will not directly affect small businesses.

Minnesota Statutes, section 14.11, subdivision 1, does not apply because adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first two years following adoption of the rules.

Minnesota Statutes, section 14.11, subdivision 2, does not apply because adoption of these rules will not have an impact on agricultural land.

Minnesota Statutes, section 16A.1285, subdivisions 4 and 5, do not apply because the rules do not establish or adjust departmental charges.

In accordance with *Minnesota Statutes*, section 16A.1285, subdivision 4, the Department of Administration has sent a copy of this notice and a copy of the proposed rules to the Legislative Commission to Review Administrative Rules prior to submitting this notice to the *State Register*.

If no hearing is required, after the end of the comment period, the Department of Administration may adopt the rules. The rules and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rules are submitted to the Attorney General or be notified of the Attorney General's decision on the rules. If you wish to be so notified, or who wish to receive a copy of the adopted rules, submit your request to James R. Beutelspacher listed above.

Dated: 29 March 1995

Elaine S. Hansen, Commissioner
Department of Administration

Rules as Proposed

1215.1400 FUNDING ELIGIBILITY; PAYMENT OF RECURRING COSTS.

[For text of subpart 1, see M.R.]

Subp. 2. **Costs to be paid by state.** The following recurring costs shall be paid by the state:

A. The recurring costs associated with trunks and dial access trunk equipment necessary to provide the minimum grade of service as defined in part 1215.0800, subpart 1. Additionally, in those exchange areas where the minimum grade of service can be achieved with only one trunk due to extremely low population density, a second trunk, or a backup means of completing the 911 call if the first trunk is busy or inoperative, is eligible if call extending features are provided by the PSAP and 600 or more main stations are located in the exchange area. If call extending is not provided from the PSAP, a second trunk is eligible if 1,000 or more main stations are located in the exchange area for state payment.

B. The recurring equipment and trunking costs associated with providing selective routing service to connected PSAPs from all telephone exchange central offices that are already connected to those PSAPs, or for all exchanges telephone exchange central offices that, without selective routing, would generate at least five redirected 911 calls per day.

[For text of subps 3 to 5, see M.R.]

Emergency Rules

Proposed Emergency Rules

According to Minn. Stat. of 1984, §§14.29-14.30, state agencies may propose adoption of emergency rules if: 1) expressly required; 2) authorized by statute; or 3) if the manner permitted by a directive (given by statute, federal law or court order) does not allow for compliance with sections 14.14-14.28. The agency must, however, publish a notice of intent to adopt emergency rules, along with the rules themselves, in the *State Register*. The notice must advise the public:

- 1) that a free copy of the proposed emergency rule is available upon request from the agency;
- 2) that notice of the date that the rule is submitted to the attorney general will be mailed to persons requesting notification;
- 3) that the public has at least 25 days after publication of the proposed emergency rule to submit data and views in writing; and
- 4) that the emergency rule may be modified if the data and views submitted support such modification.

Adopted Emergency Rules

Emergency rules take effect five working days after approval by the attorney general, and after compliance with Minn. Stat. §§14.29-14.365. As soon as possible, emergency rules are published in the *State Register* in the manner provided for in section 14.18.

Emergency rules are effective for the period stated in the notice of intent to adopt emergency rules. This may not exceed 180 days.

Continued/Extended Emergency Rules

Adopted emergency rules may be continued in effect (extended) for an additional 180 days. To do this, the agency must give notice by: 1) publishing notice in the *State Register*; and 2) mailing the same notice to all persons who requested notification on rulemaking. No emergency rule may remain in effect 361 days after its original effective date. At that point, permanent rules adopted according to Minn. Stat. §§14.14-14.28 supercede emergency rules.

Department of Natural Resources

A.adopted Expedited Emergency Game and Fish Rules; Changes in Bear Quota Areas and 1995 Bear Quotas

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 14.29, subdivision 4(b). The statutory authority for the contents of these rules is *Minnesota Statutes*, sections 97B.405 and 97B.411.

Dated 3 April 1995

Rodney W. Sando
Commissioner of Natural Resources
Gail Lewellan, Assistant Commissioner of
Human Resources and Legal Affairs

Rules as Adopted

6232.3000 BEAR QUOTA AREAS.

Subpart 1. **Bear Quota Area 12.** Bear Quota Area 12 consists of that portion of the state lying within the following described boundary:

Beginning at the intersection of State Trunk Highway (STH) 72 and the northern boundary of the state; thence along STH 72 to the Tamarac River; thence along the southerly shore of said river to Upper Red Lake; thence along the southeasterly shore of said lake to the eastern boundary of the Red Lake Indian Reservation; thence along the easterly, southerly, and westerly boundaries of said Reservation to the point where the Clearwater River leaves the Reservation boundary; thence along the south shore of said river to County State Aid Highway (CSAH) 2, Polk County; thence along CSAH 2 to CSAH 27, Pennington County; thence along CSAH 27 to STH 1; thence along STH 1 to CSAH 28, Pennington County; thence along CSAH 28 to CSAH 54, Marshall County; thence along CSAH 54 to CSAH 6, Marshall County; thence along CSAH 6 to STH 89; thence along STH 89 to County Road (CR) 134, Marshall County; thence along CR 134 to STH 54; thence along STH 54 to CSAH 9, Roseau County; thence along CSAH 9 to CSAH 2, Roseau County; thence along CSAH 2 to STH 89; thence along STH 89 to STH 310; thence along STH 310 to the Roseau River; thence along the south shore of said river to STH 89; thence along STH 89 to the northern boundary of the state; thence along the northern boundary of the state to the point of beginning.

Emergency Rules

[For text of subps 2 to 10, see M.R.]

6232.3055 1995 BEAR QUOTAS.

The number of available licenses for quota areas for the 1995 bear hunting season is 11,950 and is divided as follows:

- A. Bear Quota Area 12: 560;
- B. Bear Quota Area 13: 490;
- C. Bear Quota Area 22: 280;
- D. Bear Quota Area 24: 1,090;
- E. Bear Quota Area 25: 1,430;
- F. Bear Quota Area 26: 980;
- G. Bear Quota Area 31: 1,560;
- H. Bear Quota Area 41: 340;
- I. Bear Quota Area 44: 1,690;
- J. Bear Quota Area 45: 840; and
- K. Bear Quota Area 51: 2,690.

EFFECTIVE PERIOD. Minnesota Rules, part 6232.3055, is effective through December 31, 1995.

Pursuant to the provisions of Minnesota Statutes §14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Minnesota Comprehensive Health Association

Notice of Nominating Committee Meeting

NOTICE IS HEREBY GIVEN that a meeting of the Nominating Committee of the Minnesota Comprehensive Health Association (MCHA), will convene at 8:00 a.m. on Friday, April 21, 1995 at the Decathlon Club, 1700 E. 79th Street, Bloomington.

For additional information please call Lynn Gruber at (612) 593-9609.

Department of Human Services

Self-Sufficiency Division

Updated Child Care Fund Sliding Fee Co-Payment Schedule

Pursuant to *Minnesota Statutes* section 256H.02 and *Minnesota Rules*, part 9565.5070 (Family Co-Payment Schedule), the Department of Human Services hereby gives notice of the updated Sliding Fee Co-payment Schedule. This revised schedule is based on the 1995 state median income estimate as published in the March 30, 1995 *Federal Register*. The schedules published are for family size two through five and are effective July 1, 1995 until further notice. This revised fee schedule replaces the schedule published 13 June 1994.

Any questions about the new schedules should be directed to:

Linda Foster
Self-Sufficiency Program
444 Lafayette Road
Saint Paul, Minnesota 55155-3837

Family Sliding Fee Scale

<u>Two Person Household</u>			<u>Three Person Household</u>		
State Median Income		\$33,196	State Median Income		\$41,006
Poverty Threshold		\$10,030	Poverty Threshold		\$12,590
	<u>Gross</u>	<u>Monthly</u>		<u>Gross</u>	<u>Monthly</u>
	<u>Income Range</u>	<u>Copayment</u>		<u>Income Range</u>	<u>Copayment</u>
Minimum Fee			Minimum Fee		
\$10,031	\$13,944	\$16	\$12,591	\$17,226	\$19
Sliding Fee			Sliding Fee		
\$13,945	\$14,276	\$31	\$17,227	\$17,636	\$38
14,277	14,608	34	17,637	18,046	42
14,609	14,940	37	18,047	18,456	46
14,941	15,272	41	18,457	18,866	50
15,273	15,604	44	18,867	19,276	55
15,605	15,936	48	19,277	19,686	59
15,937	16,268	52	19,687	20,096	64
16,269	16,600	55	20,097	20,506	68
16,601	16,766	59	20,507	20,711	72
16,767	16,932	62	20,712	20,916	77
16,933	17,098	66	20,917	21,121	81
17,099	17,264	69	21,122	21,326	85
17,265	17,430	73	21,327	21,531	90
17,431	17,596	76	21,532	21,736	94
17,597	17,762	80	21,737	21,941	99
17,763	17,928	84	21,942	22,146	103

Official Notices

<u>Gross Income Range</u>		<u>Monthly Copayment</u>	<u>Gross Income Range</u>		<u>Monthly Copayment</u>
17,929	18,094	87	22,147	22,352	108
18,095	18,260	91	22,353	22,557	113
18,261	18,426	96	22,558	22,762	119
18,427	18,592	101	22,763	22,967	124
18,593	18,758	106	22,968	23,172	130
18,759	18,924	110	23,173	23,377	136
18,925	19,090	115	23,378	23,582	142
19,091	19,256	120	23,583	23,787	149
19,257	19,422	125	23,788	23,992	155
19,423	19,588	131	23,993	24,197	161
19,589	19,754	136	24,198	24,402	168
19,755	19,920	141	24,403	24,607	174
19,921	20,086	146	24,608	24,812	181
20,087	20,252	152	24,813	25,017	188
20,253	20,418	157	25,018	25,222	194
20,419	20,584	163	25,223	25,427	201
20,585	20,750	169	25,428	25,632	208
20,751	20,916	174	25,633	25,837	215
20,917	21,082	181	25,838	26,042	224
21,083	21,247	188	26,043	26,247	232
21,248	21,413	195	26,248	26,452	240
21,414	21,579	201	26,453	26,657	249
21,580	21,745	208	26,658	26,862	257
21,746	21,911	215	26,863	27,067	266
21,912	22,077	223	27,068	27,272	275
22,078	22,243	230	27,273	27,477	284
22,244	22,409	237	27,478	27,682	293
22,410	22,575	245	27,683	27,887	302
22,576	22,741	252	27,888	28,092	311
22,742	22,907	260	28,093	28,297	321
22,908	23,073	267	28,298	28,502	330
23,074	23,239	275	28,503	28,707	340
23,240	23,405	283	28,708	28,913	349
23,406	23,571	291	28,914	29,118	359
23,572	23,737	299	29,119	29,323	369
23,738	23,903	307	29,324	29,528	379
23,904	24,069	315	29,529	29,733	389
24,070	24,235	323	29,734	29,938	399
24,236	24,401	331	29,939	30,143	409
24,402	24,567	340	30,144	30,348	420
24,568	24,733	348	30,349	30,553	430
24,734	24,899	357	30,554	30,758	441
24,900		INELIGIBLE	30,759		INELIGIBLE

Four Person Household

State Median Income		\$48,817
Poverty Threshold		\$15,150
<u>Gross Income Range</u>		<u>Monthly Copayment</u>
Minimum Fee		
\$15,151	\$20,507	\$23
Sliding Fee		
\$20,508	\$20,995	\$45
20,996	21,483	50
21,484	21,972	55
21,973	22,460	60

Five Person Household

State Median Income		\$56,628
Poverty Threshold		\$17,710
<u>Gross Income Range</u>		<u>Monthly Copayment</u>
Minimum Fee		
\$17,711	\$23,788	\$27
Sliding Fee		
\$23,789	\$24,355	\$53
24,356	24,921	58
24,922	25,487	64
25,488	26,053	69

<u>Gross Income Range</u>		<u>Monthly Copayment</u>	<u>Gross Income Range</u>		<u>Monthly Copayment</u>
22,461	22,948	65	26,054	26,620	75
22,949	23,436	70	26,621	27,186	82
23,437	23,924	76	27,187	27,752	88
23,925	24,412	81	27,753	28,319	94
24,413	24,656	86	28,320	28,602	100
24,657	24,901	91	28,603	28,885	106
24,902	25,145	96	28,886	29,168	112
25,146	25,389	102	29,169	29,451	118
25,390	25,633	107	29,452	29,734	124
25,634	25,877	112	29,735	30,017	130
25,878	26,121	118	30,018	30,300	136
26,122	26,365	123	30,301	30,584	143
26,366	26,609	129	30,585	30,867	149
26,610	26,853	134	30,868	31,150	156
26,854	27,097	141	31,151	31,433	164
27,098	27,341	148	31,434	31,716	172
27,342	27,585	155	31,717	31,999	180
27,586	27,830	162	32,000	32,282	188
27,831	28,074	170	32,283	32,566	197
28,075	28,318	177	32,567	32,849	205
28,319	28,562	184	32,850	33,132	214
28,563	28,806	192	33,133	33,415	223
28,807	29,050	200	33,416	33,698	232
29,051	29,294	207	33,699	33,981	241
29,295	29,538	215	33,982	34,264	250
29,539	29,782	223	34,265	34,548	259
29,783	30,026	231	34,549	34,831	268
30,027	30,270	240	34,832	35,114	278
30,271	30,515	248	35,115	35,397	288
30,516	30,759	256	35,398	35,680	297
30,760	31,003	266	35,681	35,963	309
31,004	31,247	276	35,964	36,246	320
31,248	31,491	286	36,247	36,530	332
31,492	31,735	296	36,531	36,813	344
31,736	31,979	306	36,814	37,096	356
31,980	32,223	317	37,097	37,379	368
32,224	32,467	327	37,380	37,662	380
32,468	32,711	338	37,663	37,945	392
32,712	32,955	349	37,946	38,228	405
32,956	33,199	360	38,229	38,512	417
33,200	33,444	371	38,513	38,795	430
33,445	33,688	382	38,796	39,078	443
33,689	33,932	393	39,079	39,361	456
33,933	34,176	404	39,362	39,644	469
34,177	34,420	416	39,645	39,927	482
34,421	34,664	428	39,928	40,210	496
34,665	34,908	439	40,211	40,493	510
34,909	35,152	451	40,494	40,777	523
35,153	35,396	463	40,778	41,060	537
35,397	35,640	475	41,061	41,343	551
35,641	35,884	487	41,344	41,626	565
35,885	36,128	500	41,627	41,909	580
36,129	36,373	512	41,910	42,192	594
36,374	36,617	525	42,193	42,475	609
36,618		INELIGIBLE	42,476		INELIGIBLE

Department of Labor & Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective April 17, 1995 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

- Anoka:** MCF Lino Lakes Reroof Infirmiry Bldg-Lino Lakes.
- Becker:** MN DOT Detroit Lakes Pole Bldg-Detroit Lakes.
- Beltrami:** Linden Hall "B" Reroofing-Bemidji.
- Chisago:** Standby Generator Equipment, Radio Tower Site-Stacy.
- Clay:** East Patio & NW Entrance Renovations, Comstock Memorial Union-Moorhead.
- Dakota:** MN DOT Hastings Truck Station Window Replacement-Hastings; Standby Generator Equipment, Radio Tower Site-Castle Rock.
- Douglas:** Alexandria City Hall-Alexandria.
- Freeborn:** Standby Generator Equipment, Radio Tower Site-Oakland Woods.
- Goodhue:** Crawl Space Asbestos Abatement, Zumbrota High Sch-Zumbrota.
- Hennepin:** Standby Generator Equipment, Radio Tower Site-Glen Lake; Wood Flooring Systems, Mound Westonka High School, Westonka Public Schools-Minnetrista; Hennepin County Maple Grove Library Addition-Maple Grove.
- Isanti:** MN DOT Deer River Reroofing-Deer River.
- Itasca:** Northern Itasca Health Care Center-Big Fork; MN DOT, Grand Rapids Pole Bldg-Grand Rapids.
- Koochiching:** MN DOT Little Fork Salt Shed-International Falls.
- Lac Qui Parle:** Standby Generator Equipment, Radio Tower Site-Madison.
- Lyon:** Hdcp Access, Southwest State Univ, Bellows Ctr-Marshall.
- Morrison:** Standby Generator Equipment, Radio Tower Site-Freedhem.
- Mower:** Standby Generator Equipment, Radio Tower Site-Hayfield.
- Murray:** Standby Generator Equipment, Radio Tower Site-Chandler.
- Olmsted:** 1995 Chosen Valley High School & Elem School Reroof-Chatfield.
- Ottertail:** Standby Generator Equipment, Radio Tower Site-Erhard.
- Pennington:** Demolition of Knox Elem School-Thief River Falls.
- Polk:** Standby Generator Equipment, Radio Tower Site-Glenwood; Standby Generator Equipment, Radio Tower Site-Trail.
- St. Louis:** Nett Lake Educational Center Furnishing-Nett Lake; AT&T Facility Upgrade of Existing Temperature Controls-Duluth; Hibbing High School Office Remodel-Hibbing; Standby Generator Equipment, Radio Tower Site-Arrowhead; MN DOT Fire Sprinkler Installation at Virginia Headquarters-Virginia.
- Steele:** MN DOT Fire Sprinkler Installation at Owatonna Headquarters-Owatonna.
- Washington:** Bldg 18 MN Correctional Facility Stillwater, MN, Roof Replacement-Bayport; Lake Jr. High and Cottage Grove Jr. High Card Access Security System-Woodbury and Cottage Grove; MN DOT Oakdale Truck Station Infra-red Modifications-Oakdale.
- Winona:** Standby Generator Equipment, Radio Tower Site-Wilson; Winona Public Schools, Masonry Restoration-Winona.
- Wright:** 1997 New Buffalo High School-Buffalo.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian, Acting Commissioner

Department of Natural Resources

Division of Fish and Wildlife, Section of Fisheries

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Fishing Seasons for Largemouth and Smallmouth Bass

NOTICE IS HEREBY GIVEN that the Minnesota Department of Natural Resources is seeking information or opinions from sources outside the agency in preparing to propose adoption of rules governing fishing seasons for largemouth and smallmouth bass.

Subject of Rules and Statutory Authority. The proposed rules will cover fishing seasons for largemouth and smallmouth bass, including modification of opening dates and establishment of catch and release only periods. The adoption of rules is authorized by *Minnesota Statutes*, section 97A.045, subd. 2, which allows the commissioner of natural resources to protect a species of wild animal, in addition to protection provided by the game and fish laws, by further limiting or closing seasons. Fishing seasons for largemouth and smallmouth bass are prescribed in *Minnesota Statutes*, section 97C.395, and *Minnesota Rules*, part 6262.0200, subp. 1.A.

Small Business Considerations. Outside opinion is also being solicited as to any effect the rules might have on a small business, as defined in *Minnesota Statutes*, section 14.115, subd. 1. The Department does not anticipate that the rules will affect small businesses.

Comments and Agency Contact Person. The Minnesota Department of Natural Resources requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally.

Written statements should be addressed to:

Steven Hirsch
Department of Natural Resources
500 Lafayette Road
St. Paul, MN 55155-4012

Oral statements will be received during regular business hours over the telephone at (612) 296-0791 and in person at the above address.

A copy of this notice will be mailed to all parties who have registered their names with the department for purposes of notice of rulemaking activity.

The department does not intend to establish an advisory task force on this issue. If no public hearing is requested, the rulemaking process is expected to be completed by December, 1995.

All statements of information and opinions shall be accepted throughout the rulemaking process until the rules are either adopted or withdrawn. All written material received by the Department of Natural Resources shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rules are adopted.

Dated: 10 April 1995

Rodney W. Sando, Commissioner
Department of Natural Resources
Gene Gere, Assistant Commissioner for
Administration

Pollution Control Agency

Hazardous Waste Division

Notice of Effective Date for the General Permit for Construction and Operation of a Petroleum Contaminated Soil Compost Facility

NOTICE IS HEREBY GIVEN that the General Permit for Construction and Operation of a Petroleum Contaminated Soil Compost Facility, is effective as of April 24, 1995. To obtain a copy of the revised general permit, or an application to compost petroleum contaminated soil in the state of Minnesota, please contact Tracy Finch at 612/297-8573.

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Education

Office of Service Design and Collaboration

Availability of Federal Funds for Adult Basic Education

The Minnesota Department of Education announces the availability of funds for the 1995-1996 school year to subsidize Adult Basic Education under Public Law 91-230, as amended.

Public Law 91-230's purpose is to continue providing and expanding the availability of appropriate learning opportunities for adults with education needs below the level equivalent to high school completion that will:

1. Enable these adults to acquire the basic literacy, coping and learning-to-learn skills necessary to function fully and effectively in their own environments and in society at large;
2. Enable these adults who so desire to continue their education to at least the level of secondary school completion, and;
3. Enable these adults to secure and benefit from continued training and education that will further enhance their employability, productiveness, and responsible citizenship.

Applications for program design approval and funding to carry out the purposes of this act may be submitted by local educational agencies and by public or private agencies, organizations, and institutions with priority given to applications representing consortia of all available resources and services.

Application procedures and forms may be obtained after March 15, 1995, by writing to: Brian Kanes, Coordinator, Adult Basic Education, Minnesota Department of Education, 995 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101. To be considered for approval all completed applications must be delivered to the Department of Education on or before June 1, 1995.

Department of Human Services

Mental Health Division

Request for Proposals to Develop, Coordinate and Provide an Emergency Mental Health TTY Service for People Who Are Deaf or Hard of Hearing

The Minnesota Department of Human Services, Mental Health Division is soliciting proposals from qualified individuals to develop, coordinate and provide emergency mental health/crisis intervention services via TTY to persons who are deaf and hard of hearing on a statewide basis. Estimated amount of the grant will not exceed \$20,000 for one year. Deadline for submission of proposals is June 30, 1995.

The request for proposals contains detailed requirements and instructions. An informational meeting will be held to discuss the development of proposals for this service on May 8, 1995 at 10 a.m. in Room 3E at 444 Lafayette Road, St. Paul, MN. To receive a copy of the RFP contact: Lorraine Felland, Department of Human Services, Mental Health Division, 444 Lafayette Road, St. Paul, MN 55155-3828, (612) 296-2697.

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

Department of Administration

Building Codes and Standards Division

Request for Proposals to Contract for Inspection Services

NOTICE IS HEREBY GIVEN that proposals are being solicited to provide Contract Inspection Services for public buildings in jurisdictions that do not have inspection agreements with the Department of Administration, Building Codes and Standards Division. Inspections are to be conducted in accordance with the Minnesota State Building Code. (*Minnesota Statutes 16B.61 Subd. 1A and 16B.62 Subd. 1*) This Request for Proposals does not obligate the state to complete the contracts. Multiple contracts will be awarded. This will be a one year contract.

- A. Proposals will be accepted from individuals only. Any firm or corporation submitting a proposal must stipulate a specific person to perform service(s) and his/her specific experience.
- B. Public buildings for this contract means a building and its grounds the costs of which is paid for by the state or a state agency regardless of its costs, and a school district building project the cost of which is \$100,000 or more. (*Minnesota Statute 16B.60 Subd. 6*).

For complete details and application information contact this Division at the address listed below.

Margaret White
Building Codes and Standards Division
408 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4626 or 297-5353 (TDD-Minnesota Relay Service)
800-657-3529 (TDD-Greater Minnesota Relay Service)

PLEASE NOTE ONLY MS. WHITE IS AUTHORIZED TO ANSWER QUESTIONS.

Responses to this request are due in the Building Codes and Standards Division offices by 4:30 p.m. on May 8, 1995.

Department of Corrections

Lino Lakes Correctional Facility

Notice of Availability of Professional/Technical Service Contracts for Various Medical, Psychological, Educational and Program Development Services

The Minnesota Correctional Facility-Lino Lakes, a medium security prison housing 700 adult male inmates, hereby publishes its intention to contract for certain services for the biennium commencing July 1, 1995. Where current contractors have at least equal qualifications, they will be given preference in order to maintain program consistency and stability. The following contracts are up for renewal:

Catholic Chaplain To provide on-site spiritual guidance and religious counseling to inmates of Catholic faith. Sessions to be scheduled on an average of one visit per week with a minimum of three hours of institution time per visit not to exceed 54 visits per year. Estimated cost for the two year period is \$10,000.00. Specific details on the purpose and scope of these services can be obtained by calling Rev. David Berg, MCF-Lino Lakes Chaplaincy Supervisor, at (612) 780-6100 ext. 274. The proposals must be submitted by 4:00 p.m. on May 8, 1995. Send the proposals to Rev. David Berg, MCF-LL, 7525 4th Ave., Lino Lakes, MN 55014.

C. D./Therapeutic Program Development and Staff Training To provide training and consultation to staff in conducting individual and group therapy and in developing treatment plans for inmates having chemical dependency or other personality disorders. Services would be rendered on-site twice per month for up to eight hours not to exceed 95 hours annually. Estimated cost for

Professional, Technical & Consulting Contracts

the two year period is \$35,000.00. Specific details on the purpose and scope of these services can be obtained by calling Peter Rieke, MCF-Lino Lakes Cell Hall Director, at (612) 780-6131. The proposals must be submitted by 4:00 p.m. on May 8, 1995. Send the proposals to Peter Rieke, MCF-LL, 7525 4th Ave., Lino Lakes, MN 55014.

Department of Corrections

Stillwater Correctional Facility

Notice of Request for Proposals for Providing Employee Physical Examinations

NOTICE IS HEREBY GIVEN that the Minnesota Correctional facility-Stillwater is requesting proposals for providing employee physical examinations to prospective and existing employees. The contract period will run from July 1, 1995 through June 30, 1997. The estimated cost for the MCF-Stillwater is \$24,000 for the period. Specific details on the purpose and scope of these physical examinations may be obtained by calling Dave Corbo, MCF-Stillwater Human Resources Director, at (612) 779-2709. Proposals must be submitted by 4:30 PM on May 1, 1995 to: Dave Corbo, MCF-Stillwater, Box 55, Stillwater, Minnesota 55082.

Department of Education

Office of Information Technologies

Request for Proposal to Review Computer Software Used by Minnesota School Districts

The Department of Education, Office of Information Technologies is requesting proposals to evaluate computer software. This request is for proposals for two similar projects to review computer software used by Minnesota school districts to report data to the Department. Each project involves designing the review criteria, developing an evaluation process, and testing software systems used by school districts. Student reporting systems are included in the first project while finance reporting systems are included in the second project. Responders are invited to submit proposals for one or both of the projects.

The anticipated time frame for both projects is May 23, 1995 to June 30, 1995. Estimated amount of the projects will not exceed \$45,000 for the student reporting project and \$35,000 for the finance reporting project. All deliverables must be submitted by June 30, 1995.

Copies of the request for proposal may be obtained by contacting Dave Onsrud at (612) 215-0096 - Room 853 Capitol Square Building - 550 Cedar Street - St. Paul, MN 55101. Proposals must be received by 4:00 PM on Tuesday, May 9, 1995. Late proposals, without exception, will not be accepted.

Department of Health

Notice of Request for Proposals for Health Education Materials Translation Services

Purpose

The Minnesota Department of Health (MDH) is seeking proposals from organizations or agencies who have expertise in providing translation services for health education materials identified by MDH programs. Minnesota's population is growing increasingly diverse, both culturally and linguistically. The thousands of Southeast Asians, Hispanics, Eastern Europeans and many others require health information and services that bridge barriers of culture and language. The MDH is requesting proposals for translation services for selected health education materials to be translated into identified target languages (such as Hmong, Vietnamese, Cambodian, Laotian, Russian and Spanish at a minimum). The translation may also be needed from one of these languages into English.

The responsibilities of the agency selected to provide translation services (referred to as contractor) include three distinct phases but are not limited to: 1) arranging for translation by first translator of selected materials into the identified languages, 2) sending translated script to second translator to proofread for omissions, spelling and grammar review, 3) sending to third translator for language style edit, 4) providing MDH with a camera-ready copy of each approved translated document, and 5) arranging for the recording of narration for materials to be done in audiotape format.

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Duration

The project will be one year in duration: July 1, 1995 - June 30, 1996. Continuation of funding for translation projects for a second contract period is contingent on federal funding levels and contractor performance.

Budget

At least \$100,000 is available for the initial contract period. MDH anticipates making multiple awards for this funding.

Application Preparation and Submission

Complete application materials and the criteria for review of applications are available upon request from Carol Berg at the address and phone number below.

Submit five (5) unbound copies of the application to:

Carol Berg, Refugee Health Coordinator
Acute Disease Prevention Services Section
Minnesota Department of Health
717 Delaware Street SE
P.O. Box 9441
Minneapolis, Minnesota 55440-9441
Telephone: (612) 623-5693

Applications must be received by the above person no later than 4:00 p.m. on Wednesday, May 24, 1995. Late or faxed proposals will not be accepted. Notice of awards will be made on or after June 2, 1995. Results will be sent by mail to all applicants.

Department of Human Services

Community and Human Resource Development

Request for Proposals to Offer Computer Software Training

The Minnesota Department of Human Services is soliciting proposals from qualified parties to do computer software training. The outcome of this project is to provide employees of the Department with the computer software training they need in order to carry out their assigned job tasks. The training required will vary from individual to individual in regard to type and amount of software training needed.

This request for proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

The Department has estimated that the cost of this contract will not exceed \$60,000.00. All proposals must be submitted by May 1, 1995.

For a more detailed explanation of this request for proposals, please contact:

James Beatty
Department of Human Services
444 Lafayette Rd.
St. Paul, MN 55155-3821
(612) 296-2321

Iron Range Resources and Rehabilitation Board

Notice of Request for Proposals for Consultants to Assist IRRRB Staff in Evaluating Marketing Programs of Funding Applicants

The Iron Range Resources and Rehabilitation Board is seeking proposals from qualified consultants to assist in the area of marketing; for the agency and existing or potential northeastern Minnesota clients identified by the agency.

The objective of this project is to assist IRRRB staff in evaluating marketing programs of IRRRB funding applicants, as well as to assist IRRRB staff in identifying community and business development opportunities.

Prospective responders who have questions or would like to receive a complete request for proposal may call or write:

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Rick Goodman
IRRRB
P.O. Box 441
Eveleth, MN 55734
(218) 749-7721

All proposals must be submitted by 3:30 p.m. on May 5, 1995.

Office of the Secretary of State

Request for Proposal for Professional Services and Related Equipment to Create a Computer-Based Cashiering System

This request for proposal does not obligate the state to complete the proposed project and the state reserves the right to cancel the solicitation if it is considered to be in its best interests.

Project Scope and Goals

The Office of the Secretary of State is requesting a proposal for professional services and related equipment to create a computer-based cashiering system.

The goals of the project are:

1. To create a cashiering system which will process fees collected by the Office which will function in conjunction with existing MAPPER® based financial programs; migrate to the anticipated open platform client/server architecture for the Office; and interface with the statewide systems project which operates on an IBM mainframe.
2. To provide any modifications to existing software applications which are necessary to achieve the first goal.
3. To provide training in the use of the modified software and any related equipment.
4. To provide the related equipment needed to make the cashiering system work efficiently.

Background

The Fiscal Services section is responsible for all of the accounting functions for the Office of the Secretary of State. Currently, some of the accounting functions have been computerized and operate in a MAPPER® environment. The purpose of this project is to create a computer-based cashiering system which will work in conjunction with existing MAPPER® programs and which will also be able to migrate to new applications which will be created following a planned move to a client/server platform. The cashiering system will document all of the fees collected by the Office for various filings and products which are provided according to state law.

The cashiering system will also need to be able to import and export information and transactions to the statewide accounting system which is operated on an IBM mainframe. Finally, the system will need to be able to integrate with an optical imaging system which the Office hopes to add in the near future.

Project Tasks

Responders may propose additional tasks or activities if they will substantially improve the results of the project.

The contractor will perform the following tasks:

1. Provide software to support the cashiering function.
2. Provide the expertise and staffing to make any modifications to the software which are required to meet the needs of the Office.
3. Provide any related equipment which will make the cashiering system operate at peak efficiency.
4. Provide training in the operation of the software as modified and the related equipment.

Technical Requirements

The cashiering system will operate on PCs and a network currently operated by the Office. The PCs are 486/33 or faster, with 8 MB of memory and no less than 100 MB of available disk space. The network will, at a minimum, utilize a 10 MBPS 10BaseT network topology, with a 100 MBPS segment considered depending on the requirements of the optical imaging system. Novell Netware is the current network operating system. External WAN links are expected to be based on either TCP/IP or SNA depending on the requirements of the remote agency. Strong consideration will be given to systems designed to be transparent to underlying LAN and operating system applications and will also be given to systems designed to operate in a 32-bit client-server architecture.

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The underlying database should be based on an SQL database with links to customer-developed external functions. There must be no "private" data which is not accessible to authorized external processes. Extra consideration will be given to systems which can take advantage of the ability of an SQL database to support features beyond simple SQL and ODBC connectivity, such as full use of stored procedures. No consideration will be given to applications which use private database structures which cannot be accessed without customization.

A site license must be provided for use by the Fiscal Services section. We currently anticipate that there will be five (5) workstations which must be able to use the cashiering system, and interface with the existing internal Unisys 2200 mainframe and the IBM 3090 system used by the statewide accounting system.

Extra consideration will be given to proposals which are able to support existing M-S Cash Drawer Corporation, Model EP-125KLSC cash drawers.

All software and related equipment supplied by the Contractor must be operational at the time of delivery. The contractor shall be a manufacturer or authorized dealer of the software and related equipment included in the response. Any exceptions to this must be noted and accepted by the Office of the Secretary of State.

Each workstation must be capable of processing a minimum of five hundred (500) transactions per eight (8) hour day.

Each workstation must be suitable for installation on a worksurface which measures twenty-four (24) inches deep by forty-eight (48) inches wide. The cash drawer must be controlled electronically by the workstation.

Each workstation peripheral must be identical in component configuration and contain the following hardware:

- a. A visual display unit and keyboard that provides for the display and input of alphanumeric data for cashier operations.
- b. An optical character recognition (OCR) scanner that is capable of reading, interpreting and transferring customer payment (check) data to formatted display screens. The scanner device must utilize an OCR-A or OCR-B format without need for operator keyboard input. The scanner needs to be able to be replaced with or serve as a full-page flatbed image scanner with automatic page feeder if the Office integrates optical imaging.
- c. A printer device capable of printing transaction data on documents including endorsement of checks and bar codes on routing slips.
- d. A storage device capable of retaining the detail of each transaction performed on the workstation during the business day. This device must also be capable of storing five (5) business days of transaction detail in the case of server or mainframe failure.
- e. A minimum of one (1) cash drawer per workstation. The system shall provide for the utilization of multiple interchangeable cash trays for each workstation with individual reconciliation totals for each such interchangeable tray. Extra consideration will be given to systems which are able to support the existing M-S Cash Drawer Corporation EP-125KLSC cash drawers.

Software must support functions through one or more pull-down menus and/or "hot keys." A minimum of twenty-four (24) specialized keyboard functions must be permitted. Initial set-up and maintenance functions cannot require knowledge of user programming languages or Contractor assistance. Extra consideration will be given to software which is a true Microsoft Windows® based application.

Software must be able to perform the following functions:

- a. automatic update of date and time for payment processing.
- b. the ability to define an unlimited number of input screens.
- c. the ability to handle an unlimited number of types of transaction sources such as mail, walk-in and electronic.
- d. the ability to handle an unlimited number of payment category codes of at least four (4) characters, each of which shall have a unique description available for display/print.
- e. the description field must be a minimum of twelve (12) characters long.
- f. the ability to distribute single payments to an unlimited number of revenue accounts.
- g. the ability to handle an unlimited number of types of payment media.
- h. the ability within a transaction to handle any number of each media type.
- i. an unlimited number of user-defined fields, each up to thirty (30) characters in length.
- j. the ability to define an unlimited number of receipt endorsements to be printed on cut forms and which include bar coded transaction numbers for document routing and tracking. A minimum of five (5) lines of data is required.
- k. the ability to define an unlimited number of endorsements to be printed on the back of checks which may contain relevant customer account information.
- l. amount fields entered from the keyboard shall be right justifiable without need to enter a decimal. Fields must be a minimum of nine (9) digits in length and able to carry a sign (+/-) with them.

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The system must also be able to provide the following functions:

1. password security for access to cashier operations. Cashiers must be able to modify their password at any time.
2. permit any number of users per workstation for normal operation, supervision and relief and provide for daily activity reporting for each.
3. an unlimited number of security levels which can be defined to identify which users can access which functions.
4. permit the cashier to access and update the date that is to be used for a processing day.
5. permit the verification of operational status before beginning the day's transactions. This must be done automatically as part of the beginning of the operation of the software each day.
6. definition of the source of the transaction (mail, walk-in).
7. multiple payments for a single bill.
8. multiple bills for a single payment.
9. void or reversal.
10. error correction.
11. suspend and resume.
12. timely printing and duplication of the customer receipt.
13. timely printing and duplication of check endorsement.
14. automatic incrementation of workstation transaction (receipt) number.
15. multiple media types per transaction (cash, check, money order).
16. distribution of payment into multiple revenue accounts.
17. automatic transaction dollar total update.
18. the capability to process partial payments.
19. the capability to review prior transactions.
20. online transfer of payment transaction data to mainframe computer.
21. the capability to review cash drawer balances and deposit totals on a screen display.
22. balance workstation cash drawer on demand.
23. reconcile cash report with actual cash drawer balance on demand.
24. print a check register listing the individual checks and the total number and amount of all checks since the start of the day's operation on demand.
25. totaling payments by revenue account distribution on demand.
26. totaling all types of payment tender received by type on demand.
27. clearing of all totals after verification and balancing have been done.
28. means to produce a continuous audit trail of each transaction which shall be stored as a mirrored image on electronic media for backup.
29. transmission of all transaction data to the IBM mainframe computer for update in the statewide accounting system. The means to make this transmission may occur in any one of several ways such as on completion of each transaction as it occurs at the workstation; in batches at pre-defined intervals; and in separate background communications sessions; in one batch. The software must be able to provide for delayed transmission in the event of computer or communication line down time.
30. the capability of providing data transfer on-line in the event the Office decides to use real-time update functions.

The software must be able to provide terminal emulation between the workstations and the Office Unisys mainframe and the statewide accounting system IBM mainframe. Emulation must allow cashiers to perform standard terminal operations by accessing Office on-line systems.

The software must be capable of retrieving customer information using the on-line systems and terminal emulation and database (ODBC) techniques.

All data storage for the cashiering system must be kept on a server based SQL database supplied by the Office. When this database is inaccessible, this data shall be stored on the cashier workstations until the SQL database becomes available.

Software must be capable of on-line inquiry of commercial credit/debit card and check authorization systems.

Training

Contractor shall provide system and end-user training for a minimum of five (5) people. Contractor's cost for training shall be separately stated and shall include any travel or other additional costs to provide such training.

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Training will include any and all functions for cashier, supervisor, maintenance and technical support procedures required for installation and on-going operation of the software and related equipment provided by Contractor. Training will also include all cashier and supervisor functions for the daily operation of the system as modified for the Office. Reference materials will be provided by Contractor for each learner and will become part of the Office's documentation for the system. Training will be provided before June 15, 1995.

Installation, Warranty and Maintenance

The Contractor will assist Office personnel in the installation of the hardware. Once modifications are made, there will be a system acceptability test which must be successfully completed.

The Contractor will provide a warranty for both the software and the related equipment.

Responses should include information about the availability of maintenance support and troubleshooting support. The cost of these services must also be provided.

Proposal Contents

The following items will be considered the minimum contents of the proposal.

1. A brief description of the respondent's firm, including the qualifications relevant to this project and a list of clients who have received similar services. These clients may be contacted for references.
2. The names of the respondent's employees who will be assigned to the project, their individual roles, expected level of involvement, relevant education and experience.
3. A description of the software to be provided including how it will meet the specifications required above.
4. A description of the related equipment which meets the specifications outlined above and the cost of each item. A detailed description, including pictures or diagrams, must be provided for each piece of equipment.
5. A description of the modifications Contractor believes will have to be made to the software to meet the needs of the Office and the amount of time it will take to make the changes.
6. A detailed work plan which identifies the major tasks to be accomplished, the number of hours needed and the cost required to complete each task. Extra consideration will be given to those respondents who can deliver software and related equipment; provide training and determine modifications by June 15, 1995. Extra consideration will also be given for those respondents who can begin implementing modifications before June 30, 1995.
7. A description of the deliverables to be provided and the cost of each.

Department Contact

Prospective responders who have any questions regarding this request for proposal may call or write:

Kathy Hjelm
Supervisor, Fiscal Services Section
Office of the Secretary of State
180 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1299
612/297-3982
Fax: 612/296-9073

No other person may respond to questions concerning this Request for Proposal.

Submission of Proposals

All proposals must be sent to:

Kathy Hjelm
Supervisor, Fiscal Services Section
Office of the Secretary of State
180 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1299

All proposals are due no later than 4:30 pm on May 8, 1995. If the proposals are hand-delivered, they must be delivered to the receptionist in Room 174, State Office Building. Respondent must submit six (6) copies of the proposal and at least one (1) must be signed in ink by an officer or principal of the respondent. **Late proposals will not be accepted.** Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

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Project Completion Date

Delivery of the software and related equipment must occur no later than June 15, 1995. Training and determination of modifications must also occur before June 15, 1995. Completion of modifications must occur before September 30, 1995.

Project Costs

The Office of the Secretary of State has estimated that the total cost of all elements of this project shall not exceed \$95,000.

State Contractual Requirements

As required by *Minnesota Statutes* section 363.073, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Minnesota commissioner of human rights before a proposal may be accepted. Your proposal will not be accepted unless it includes: (1) a copy of your current certificate of compliance; (2) evidence of your compliance; or (3) a notarized letter certifying that your firm has not had more than 20 full-time employees at any time during the previous 12 months.

The successful responder will be required to submit acceptable evidence of compliance with Minnesota workers' compensation insurance coverage requirements prior to execution of the contract.

Project Evaluation

All proposals received by the deadline will be evaluated by representatives of the Office. They will receive assistance from representatives of Unified Communications, Inc. who has been retained by the Office to assist with the reengineering of the Fiscal Services section. In some instances, an interview may be part of the evaluation process. Factors which will be used to evaluate the proposals include:

The qualifications of the firm and the personnel assigned to the project. Knowledge of the statewide accounting system will be given extra consideration. Relevant experience with similar projects will also be given weight. 30%

Project work plan, as developed in respondent's proposal. 10%

Project cost detail, as listed in the respondent's proposal. 10%

Description of the related equipment which will be provided. 10%

Suitability of respondent's standard system and description of the suggested modifications to the software which respondent expects to make. 40%

Department of Trade and Economic Development

Solicitation of Interest and Capability to Serve as Regional Small Business Development Center

The Department of Trade and Economic Development is soliciting statements of interest and capability from qualified organizations to serve as regional Small Business Development Centers (SBDCs) for a three-year period commencing January 1, 1996. Organizations that are selected for participation in the program will be required to participate in the plan development process that begins in mid-May, 1995, and otherwise comply with requirements established for the SBDC program by the U.S. Small Business Administration and the State of Minnesota. Cash and non-cash match is required.

Background Information

The SBDC program is designed to provide high quality business counseling services and training programs to Minnesota small businesses through regional centers located throughout the state. The SBDC program is sponsored and partially funded by the U.S. Small Business Administration (SBA). The SBA awards funds annually to the Department of Trade and Economic Development (DTED) to administer the SBDC program in Minnesota under authority of Public Law 96-302, as amended, in accordance with a Notice of Award/Cooperative Agreement issued by the SBA and provisions of an annual program announcement. DTED in turn contracts with regional centers to deliver services in their respective regions. SBA requires that SBDCs primarily utilize institutions of higher education to provide services to the small business community.

Regional centers are presently located at Moorhead, Duluth, Brainerd, St. Cloud, Marshall, Mankato, Rochester, and the Twin Cities. It is DTED's intention to retain the present practice of using a regional structure to deliver SBDC services. Accordingly, statements will be accepted only from organizations that can demonstrate their ability to deliver services on a region-wide basis. Existing regional SBDCs have been invited to respond to this solicitation.

Regional centers must provide a full-time SBDC director and all necessary personnel, consultants, facilities and materials necessary to operate an SBDC program. It is DTED's intention to maximize the federal and state funds available for direct service deliv-

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ery. Accordingly, regional centers will be required to utilize federal funds and any state funds awarded under the program for direct services and utilize matching contributions for program administration expenses.

At the present time, SBA requires that SBDCs provide counseling services at no charge. Loan packaging is considered counseling and likewise must be provided at no charge. SBDCs are encouraged to charge reasonable fees for training programs, to cover costs associated with training. These fees are considered program income and must be used to expand services and further eligible SBDC program objectives. Program income may not be used as match. SBDCs are expressly prohibited from offering direct financial assistance such as loan making, loan servicing or credit decisions. Organizations that offer such direct financial assistance programs must keep loan making, loan servicing, and credit decisions separate from SBDC services.

Minimum Performance Requirements

Regional centers must assure the delivery of a minimum of 3,000 hours of basic services counseling, deliver a minimum of eight training programs, prepare at least 50 loan packages, market the SBDC program in the region, address SBA and DTED priority areas, secure matching contributions, submit required reports in a timely manner, and otherwise respond to reasonable requests by SBA and DTED to further the Minnesota SBDC program.

Funding

DTED will reimburse regional centers for basic services counseling actually delivered at the rate of \$45 per hour, to a maximum of 3,000 hours per regional center (\$135,000). Additional funds may be available as a result of the planning process to expand basic services counseling and for specialized services. DTED may issue requests for proposals or negotiate with regional centers regarding services to be provided with these additional funds.

Matching Contributions

Regional centers will be required to match basic services funding dollar-for-dollar. Fifty percent of the match must be cash; the balance may be in the form of cash, in-kind contributions from third parties, or indirect costs contributed by the contractor. Sources of cash match must be identified in the response to this Solicitation and must be in place at the time the SBDC proposal is submitted to SBA, which is expected to be on or about July 1, 1995. Indirect costs must conform to the organization's federally-approved indirect cost rate.

As noted in the introductory paragraph, although a three-year plan will be developed, it is subject to annual substantive and financial review and approval by SBA.

Response Format

Responses to this Solicitation must follow the format outlined below, in order to facilitate evaluation of all responses. Failure to follow the required format may result in rejection of the response.

1. Provide the name and address of the responding organization.
2. Provide the name, address, and telephone number of the person who can be contacted regarding questions about the response.
3. Identify the region that will be served, including a listing of all counties in the region.
4. Describe in detail the proposing organization's experience in delivering basic services counseling and training to small businesses on a region-wide basis. Basic services include business planning, financial analysis and loan packaging, and marketing assistance.
5. Identify the individual who is proposed as regional director, and provide a resume that documents his or her qualifications to serve as regional director. If no individual is in place at the present time, list the qualifications that will be required of the regional director if the organization is selected. The regional director must be experienced in administering a business assistance program on a regional basis, delivering and arranging for the delivery of counseling, and securing contributed resources.
6. Describe the organization's experience in assessing small business needs and designing programs that respond to those needs. Describe the success of any such programs.
7. Provide the organization's views on ways to improve the delivery of services to small businesses in the region. Include strategies and recommendations for dealing with pre-venture and very early stage companies in cost-effective ways, and strategies for providing more sophisticated services to established companies with the potential for economic growth.
8. Describe the organization's experience in delivering specialized services in areas such as employment related issues; regulatory compliance, and technology transfer.
9. Describe the organization's experience in securing contributed resources, including both contributions of time and financial contributions.

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10. Describe the organization's computer system and capability for entering data and maintaining and retrieving reports from a computerized data base system. Identify the data base management system presently used by the organization. (SBDCs currently use a customized data base, which regional SBDCs must purchase and maintain at their expense.)
11. Describe in detail the amount and source of matching contributions the organization will provide. (See section on Matching Contributions above.)
12. Provide a certification, *signed in ink by an individual authorized to bind the organization*, stating that, if selected as a regional SBDC, the organization will:
 - a. Deliver a minimum of 3000 hours of basic services counseling per year, and such specialized services as are determined necessary as a result of the planning process;
 - b. Assure participation by the regional director in annual planning sessions (including but not limited to the planning session scheduled May 23 and 24, 1995) at the organization's expense and provide all data and information needed to submit a statewide plan on a timely basis;
 - c. Comply with reporting requirements of SBA in a timely manner, including but not limited to quarterly milestone, performance, and financial reports;
 - d. Comply with SBA requirements for a regional center (including but not limited to having a full time director with his or her principal office at the regional center, open 8 hours a day, open 5 days a week, telephone answered during business hours, adequate parking and signage);
 - e. Agree to be contractually bound for service delivery, program administration, reporting, and compliance with SBA and State of Minnesota requirements.

Selection

Statements of Interest and Capability will be reviewed by the state director of the SBDC program and the director of the Minnesota Small Business Assistance Office in DTED. The decision of the reviewers will be final. Organizations that submit Statements of Interest and Capability will be informed of their selection or non-selection as a regional SBDC, but no reasons will be given. The following factors will be considered in reviewing the Statements of Interest and Capability:

1. The organization's experience in providing small business counseling and training programs on a region-wide basis;
2. The credentials of the proposed regional director;
3. Quality of match;
4. Ability to commence operations immediately on January 1, 1996;
5. As required by legislation establishing the SBDC program, preference will be given to academic institutions.

This solicitation does not commit the State of Minnesota or the Department of Trade and Economic Development to entering into a contract with any organization. The State may terminate the SBDC selection process or solicit proposals at any time if it is deemed to be in the best interests of the state.

The selection of any organization to serve as a regional center is subject to the continued existence of the SBDC program, SBA requirements (which may change from year to year), satisfactory performance, and availability of funds.

Submission Format

One original and two copies of the Statement of Interest and Capability must be submitted by the submission deadline. The statement must be signed in ink by an authorized representative of the responding organization. Statements must completely respond to the Response Format outlined above, but need not be lengthy. Staple the statement in the upper left corner. Do not otherwise bind the document. Do not attach third-party endorsements; such endorsements will not be considered in the evaluation process.

Submission Deadline

Statements must be received no later than noon, Friday, May 5, 1995. Late submissions will not be accepted. Faxed submissions will not be accepted. Address statements to Mary J. Kruger, State Director, Minnesota Small Business Development Centers, 500 Metro Square, 121 7th Place East, St. Paul, MN 55101-2146.

Treatment of Information

Information provided pursuant to this solicitation will be considered public information under the Minnesota Government Data Practices Act, *Minnesota Statutes* Chapter 13.

Communications Concerning this Solicitation

All questions and other communications concerning this solicitation should be directed to Mary Kruger, state director of the Minnesota Small Business Development Centers, at the above address, telephone (612) 297-5773. No other individual within DTED is authorized to answer questions regarding this solicitation.



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Long Term Care & Hospice - Tools for the Professional

---Training Materials---

Long Term Care Nursing Assistant Course

Curriculum stresses the nursing assistant's role as part of a team of health care providers. Training program divided into 13 units covering care concerns-- personal care, communications, emergency measures, patient/resident rights, mental health and social service needs, et.al. (Binder not included.) (MN Tech. College System, 1991)

Instructor's Guide-- Stock No. 5-12 \$35.00
Looseleaf, 342pp. Includes guide, curriculum & skill sheets.
Student Skill Sheets-- Stock No. 5-13 \$6.95
Looseleaf, 123pp.

Nurse Aide/Home Health Aide Course:

Curriculum developed to meet the 75 hour training requirement under state and federal regulations for aides providing home health care or nursing assistant facility. Comprehensive skill development. (Health 1993)

Instructor's Guide-- Stock No. 10-53 \$35.00
Looseleaf, 124pp. Binder and tabs included.
Student Handbook-- Stock No. 10-52 \$39.00
Looseleaf, 267pp. Binder and tabs included.
Student Skills Sheets-- Stock No. 10-54 \$9.95
Looseleaf, 108pp. (no binder)

---Laws & Rules---

Home Health Care/Hospice Rules

MN Statutes Chapter 144A and MN Rules Chapters 4668 and 4669. 61pp. Stock No. 3-82 \$6.95

Nursing & Boarding Care Home Rules

Chapters 4620.1200, 4638, 4655, and 4660 (1993). Licensing requirements for facilities where nursing, personal or custodial care is provided. 215pp. Stock No. 3-12 \$14.00

---Patient & Family Education---

A Guide to Home Care & Hospice Services

Handy "flip chart" booklet provides an overview of home care and hospice services in Minnesota. Topics covered include regulation of providers, agency licensing, services available, patient bill of rights, reporting abuse and neglect, and more. 8-1/2" x 11" (Health, 1993)
Stock No. 10-47 \$6.95/pkg. of 5



Bridging the Gap: A Training Manual for Respite Care Volunteers

Program assistance for the project director, coordinator of volunteers, or anyone associated with the training of volunteers in a respite care program for caregivers of chronically ill, frail, and elderly individuals. The manual offers ideas, plans, and resources to recruit, train, place and retain volunteers in a respite care program. Provides flexibility/options that enable the trainer to pick and choose training activities that are appropriate for the participants, the time available, and the trainer's skills.

Topics covered include:

- * Recruiting volunteers
- * Orientation
- * Understanding the caregiver
- * Handouts and forms
- * Dealing with care receiver's concerns, i.e. grief and loss
- * Practical tips for volunteers
- * Guidelines for trainers
- * Ice breaker activities
- * Resources
- * Communications skills

Looseleaf, 237pp. (MN Dept. of Human Services, 1993)
Stock No. 10-50 \$35.00

A Time for Choices

A compact booklet offering assistance in making decisions about death arrangements. Reviews burial, cremation, entombment, and ceremony options PLUS an itemization of costs and consumer protection services. 24pp., 15 copies/pkg. (Health, 1992)
Stock No. 10-14 \$15.00/pkg.

